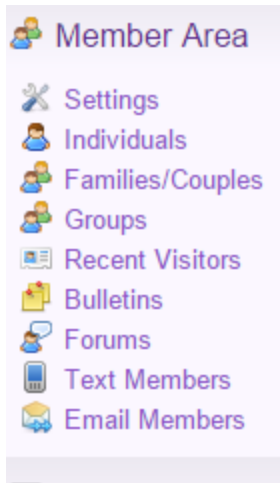# How To Send Email To The Church

1. Login as admin
2. Scroll down and look for the Members Area on the left hand side of the web page.

3. Double click on the Email Members Link and the following page opens.

How To Send Email To The Church

4. In the Email Receipts panel, select link "All individuals with Email".

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Directions: Select the member(s) you would like to email. To select more than one recipient below, hold down the ctrl/cmd k order for the recipients to show up in the email list, you must enter them into the "Individuals" or "Groups" section of your me

Email Recipients

All Individuals with Email
Group: Board of Directors
Group: Class Leaders
Group: Crystal Clear
Group: Men's Fellowship
Group: MIssionary
Group: Pastors
Group: Stewards and Finance
Group: Stewards Board
Group: Usher Board

5. In the "Email of Sender" panel enter your email address.
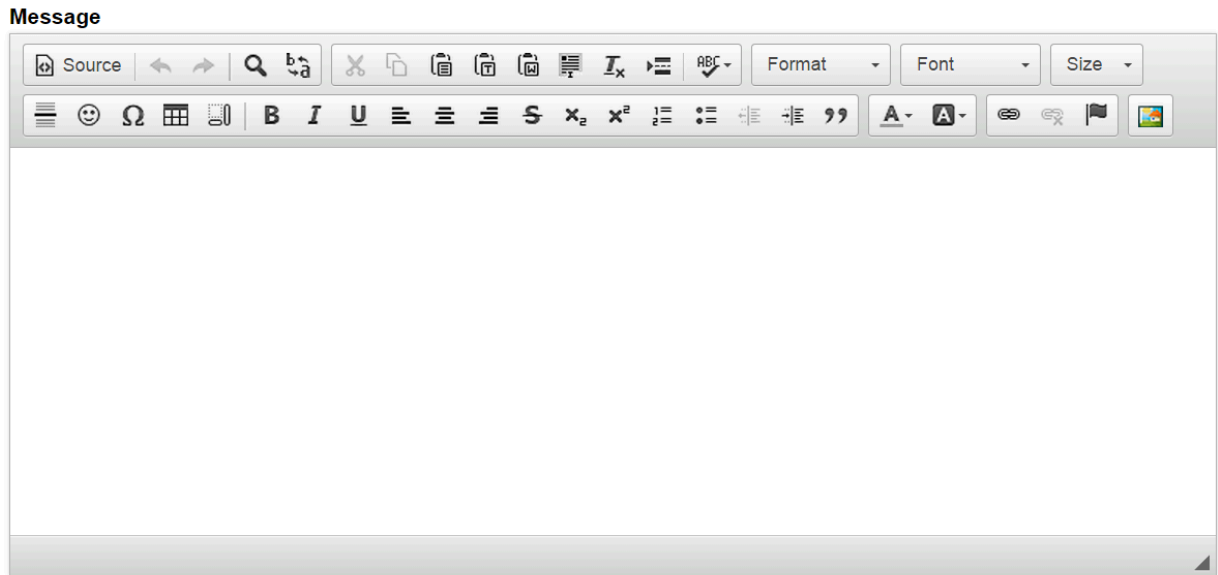
Email of Sender

mikemcnair@outlook.com

6. Enter a subject.

Subject

Member Notification:

7. Copy and paste text in to Message text box.
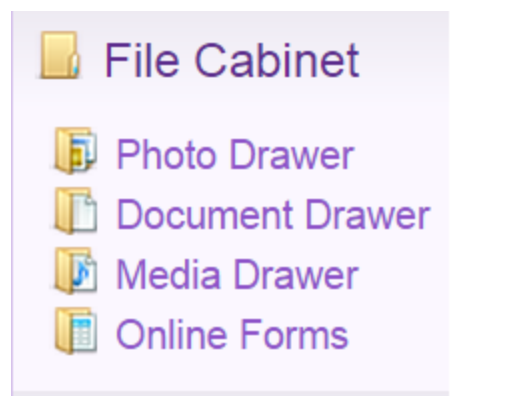
How To Send Email To The Church

8. Click on the "yes" radio bottom next to the text "Would you also like this mass email to be added as a member bulletin?"

9. To include an attachment you must first upload document to the Document Drawer and restart.

10. Click the Submit Email link to send.

How To Send Email To The Church

A copy will be sent to the email address you entered above.

Submit Email